

# Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



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August 2014  
Version 1.0

**Unit recording documents for  
Poultry (Units 330-334)**

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**POULTRY E3**

Unit no: 330      Unit title: **Characteristics and breeds of poultry**      Credit value: 2

**Guidance:** For this unit, the learner will need to recognise at least one real live bird. However, pictures of different breeds that show their characteristics may be used, but it is preferable to use real birds where this is possible. Characteristics could mean colour of feathers, size, shape of beak, feet, comb, wattle etc.

Learning Outcome:      The learner will be able to:

- Recognise three breeds of poultry
- Recognise characteristics of those breeds

Assessor Initials/Date				



Practical evidence					
					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>
					Recognise <b>three</b> breeds of poultry ( <i>name the species identified below</i> ):
					Breed 1:
					Breed 2:
					Breed 3:
					<ul style="list-style-type: none"> <li>• Recognise <b>three</b> characteristics of Breed 1 (<i>indicate which 3 were recognised</i>):</li> </ul>
					Characteristic 1:
					Characteristic 2:
					Characteristic 3:
					<ul style="list-style-type: none"> <li>• Recognise <b>three</b> characteristics of Breed 2 (<i>indicate which 3 were recognised</i>):</li> </ul>
					Characteristic 1:
					Characteristic 2:
					Characteristic 3:
					<ul style="list-style-type: none"> <li>• Recognise <b>three</b> characteristics of breed 3 (<i>indicate which 3 were recognised</i>):</li> </ul>
					Characteristic 1:
					Characteristic 2:
					Characteristic 3:
					<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>


Continued....

**POULTRY E3**

330 Continued

<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
	• A reason for identifying different breeds		
	• A reason for the purpose of different breeds		
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

**POULTRY E3**

Unit no: 331					Unit title: <b>Poultry housing and bedding</b>					Credit value: 2				
<p><b>Guidance:</b> For this unit, two types of accommodation for poultry should be available. Learners will be required to identify 6 features of one type of accommodation.</p>														
Learning Outcome:					<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>Recognise <b>two</b> types of suitable housing for poultry and select suitable bedding material</li> </ul>									
<b>Assessor Initials/Date</b>														
														
<b>Practical evidence</b>														
					<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>									
					<ul style="list-style-type: none"> <li>Recognise <b>two</b> types of housing for poultry (<i>indicate which were correctly recognised</i>):</li> </ul>									
					Type 1:					<ul style="list-style-type: none"> <li>- Barn</li> <li>- Hen House</li> <li>- Eglu</li> </ul>				
					Type 1:					<ul style="list-style-type: none"> <li>- Ark</li> <li>- Other (specify)</li> </ul>				
					<ul style="list-style-type: none"> <li>Recognise <b>six</b> features of accommodation (<i>indicate which were correctly recognised</i>):</li> </ul>									
					Feature 1:					<ul style="list-style-type: none"> <li>- Screen door</li> <li>- Windows</li> <li>- Dropping board/pit</li> <li>- Roof</li> <li>- Perch</li> <li>- Nestbox</li> <li>- Pophole</li> <li>- Ventilation</li> <li>- Door</li> <li>- Other (specify)</li> </ul>				
					Feature 2:									
					Feature 3:									
					Feature 4:									
					Feature 5:									
					Feature 6:									
					<ul style="list-style-type: none"> <li>Recognise <b>two</b> types of suitable bedding (<i>indicate which were correctly recognised</i>):</li> </ul>									
					Bedding 1:					<ul style="list-style-type: none"> <li>- Peat</li> <li>- Sand</li> <li>- Shavings</li> <li>- Straw</li> <li>- Paper</li> </ul>				
					Bedding 2:									
					<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>									
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>									

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## POULTRY E3

331 Continued

Knowledge evidence (evidence of answers given to be recorded in portfolio)			
	• A reason for choosing suitable bedding		
	• A reason for providing adequate ventilation		
	• A reason for siting the hen house in an appropriate place		
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

## POULTRY E3

Unit no: 332

Unit title: **Check that poultry are healthy**

Credit value: **2**

**Guidance:** For this unit there must be at least one bird available that the learner can check for signs of health. This task is to be carried out with the assistance of an experienced operator.

Learning Outcome:

The learner will be able to:

- Recognise the parts of a bird to be checked
- Complete a health check on a bird assisted by a supervisor

**Assessor Initials/Date**



### Practical evidence

						<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>
						<ul style="list-style-type: none"> <li>• Catch and hold a poultry bird correctly</li> </ul>
						<ul style="list-style-type: none"> <li>• Point out <b>five</b> areas on a bird to health check (<i>with assistance</i>):</li> </ul>
					Area 1:	<ul style="list-style-type: none"> <li>- Eyes</li> <li>- Nostrils</li> <li>- Beak</li> <li>- Crop</li> <li>- Feathers</li> <li>- Vent</li> <li>- Legs/feet</li> <li>- Comb/wattles</li> </ul>
					Area 2:	
					Area 3:	
					Area 4:	
					Area 5:	
						<ul style="list-style-type: none"> <li>• Recognise <b>four</b> signs of health (<i>with assistance</i>):</li> </ul>
					Sign 1:	<ul style="list-style-type: none"> <li>- Movement</li> <li>- Posture</li> <li>- Appetite</li> <li>- Droppings</li> <li>- Condition of feathers</li> <li>- Condition of eyes/nostrils/etc</li> <li>- Breathing rhythm or pattern</li> </ul>
					Sign 2:	
					Sign 3:	
					Sign 4:	
						<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>
						<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )						
						<ul style="list-style-type: none"> <li>• A reason for checking a bird is healthy</li> </ul>
						<ul style="list-style-type: none"> <li>• A reason for observing behaviour</li> </ul>
						<ul style="list-style-type: none"> <li>• A reason for isolating a sick bird</li> </ul>

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**POULTRY E3**

332 Continued

<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner



**POULTRY E3**

Unit no: 333      Unit title: **Disinfect poultry accommodation**      Credit value: 2

**Guidance:** For this unit, the accommodation that needs to be disinfected must be free from birds or other animals. A supervisor or other experienced operator will need to make sure that the accommodation is emptied prior to the learner being assessed.

Learning Outcome:      The learner will be able to:

- Disinfect poultry accommodation correctly and safely

Assessor Initials/Date				



Practical evidence				
				<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise accommodation to be disinfected</li> </ul>
				<ul style="list-style-type: none"> <li>Ensure area is clear of birds/animals</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise tools <i>(indicate which tools were correctly recognised)</i>:</li> </ul>
				<p>Tools:</p> <ul style="list-style-type: none"> <li>- large hand brush</li> <li>- yard brush</li> <li>- scrubbing brush</li> <li>- other (specify)</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise equipment (a container or bucket for mixing the water and disinfectant in)</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise <b>both</b> of the following materials:</li> </ul>
				- disinfectant
				- water
				<ul style="list-style-type: none"> <li>Collect and check that tools and equipment are safe to use</li> </ul>
				<ul style="list-style-type: none"> <li>Measure out and mix disinfectant and water correctly</li> </ul>
				<ul style="list-style-type: none"> <li>Remove fixtures and fittings as appropriate</li> </ul>
				<ul style="list-style-type: none"> <li>Check accommodation is empty and cleaned</li> </ul>
				<ul style="list-style-type: none"> <li>Open shed windows</li> </ul>
				<ul style="list-style-type: none"> <li>Apply diluted disinfectant to floor and walls</li> </ul>
				<ul style="list-style-type: none"> <li>Apply diluted disinfectant to fixtures and fittings</li> </ul>
				<ul style="list-style-type: none"> <li>Leave windows open to ensure ventilation</li> </ul>
				<ul style="list-style-type: none"> <li>Leave all disinfected surfaces to dry</li> </ul>
				<ul style="list-style-type: none"> <li>Replace fittings and fixtures</li> </ul>


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**POULTRY E3**

333 Continued

					<ul style="list-style-type: none"> <li>• Dispose of any unused disinfectant safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store tools and equipment safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )					
					<ul style="list-style-type: none"> <li>• A reason for wearing personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for mixing the disinfectant to the correct strength</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for removing animals from housing before disinfecting housing</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for allowing surfaces to dry</li> </ul>
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	

**POULTRY E3**

Unit no: 334		Unit title: <b>Grading poultry eggs</b>		Credit value: <b>2</b>	
<b>Guidance:</b> For this unit, small, medium, large and extra large eggs must be available for grading.					
Learning Outcome:		The learner will be able to:			
		<ul style="list-style-type: none"> <li>Grade eggs by weight</li> </ul>			
<b>Assessor Initials/Date</b>					
					
<b>Practical evidence</b>					
					<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Collect <b>all</b> of the following equipment:</li> </ul>
					- Scales
					- Trays/boxes
					- Record sheets
					<ul style="list-style-type: none"> <li>Sort and record saleable eggs</li> </ul>
					<ul style="list-style-type: none"> <li>Check scales are 'zeroed' correctly</li> </ul>
					<ul style="list-style-type: none"> <li>Sort and grade <b>all</b> of the following types of eggs by weight:</li> </ul>
					- Small
					- Medium
					- Large
					- Extra Large
					<ul style="list-style-type: none"> <li>Pack sorted eggs into correct boxes or trays</li> </ul>
					<ul style="list-style-type: none"> <li>Mark boxes with Best Before date</li> </ul>
					<ul style="list-style-type: none"> <li>Store eggs appropriately prior to sale</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )					
					<ul style="list-style-type: none"> <li>A reason for the correct storage of eggs before sale</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for keeping an egg order list</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for not washing dirty eggs</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for marking eggs with best Before date</li> </ul>
					<ul style="list-style-type: none"> <li>A reason for weighing eggs</li> </ul>

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**POULTRY E3**

334 Continued

<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on [www.cityandguilds.com](http://www.cityandguilds.com).

**Centre Manual - Supporting Customer Excellence** contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

**Our Quality Assurance Requirements** encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

**Access to Assessment & Qualifications** provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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**General qualification**

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**International learners**

General qualification information

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**Centres**

Exam entries, Certificates,  
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F: +44 (0)20 7294 2404 (BB forms)

E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)

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**Walled Garden**

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